

TOWN OF VERNON, CT



John D. Ward
Administrative Offices
14 Park Place
Vernon, CT 06066
860-870-3670

REQUEST FOR QUALIFICATIONS

And

REQUEST FOR PROPOSALS

#1059 05-15-2015

For

Town of Vernon Parks and Recreation Department's
"July in the Sky" Fireworks Display

LEGAL NOTICE

TOWN OF VERNON

CONTRACT #1059 05-15-2015

REQUEST FOR QUALIFICATIONS (RFQ) FIREWORKS DISPLAY

The Town of Vernon, Connecticut is Requesting Proposals from Qualified (RFQ) pyrotechnic firms to provide the town's annual fireworks display. A firm must have a demonstrated experience, applicable licensure, and safety record in providing such services and adhere to standards and requirements typical for such services.

Copies of the RFQ are available online at the www.vernon-ct.gov/legal-notices with reference to Contract #1059 05-15-2015.

All questions about the proposal should be directed to Bruce Dinnie, Director of Parks and Recreation Department, by e-mail at bdinnie@vernon-ct.gov, with a copy (cc): to John D. Ward, Town Administrator at jward@vernon-ct.gov, no later than 1:00 p.m. Monday, May 11, 2015. Answers to all so received questions shall be posted on the Town's website under the bid section at <http://www.vernon-ct.gov/legal-notices> with the Contract # 1059 05-15-2015 no later than 5:00 PM, Thursday, May 14, 2015.

Two (2) copies of all proposals should be submitted in a sealed envelope, with "BID DOCUMENT – DO NOT OPEN - CONTRACT #1059 05-15-2015" clearly marked on the outside of the envelope, to: John D. Ward, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 by 10:00 AM on Friday, May 15, 2015, at which time proposals shall be opened and read aloud publicly. E-mailed bids will not be accepted.

If Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFQ.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFQ; if it is deemed to be in the best interest of the Town.

REQUEST FOR QUALIFICATIONS
and
REQUEST FOR PROPOSALS

TOWN OF VERNON PARKS AND RECREATION ANNUAL FIREWORKS DISPLAY

DATE: Wednesday, July 1, 2015

POSTPONEMENT DATES: Thursday, July 2, 2015 and Monday, July 6, 2015

The Parks and Recreation Department of the Town of Vernon, Connecticut will be sponsoring an annual “July in the Sky” Fireworks Display. The location for the display is Memorial Tower in Henry Park located at 120 South Street in Vernon, Connecticut. A second display at the Winter Festival in December is being explored as a bid alternative. The location for this display is also Memorial Tower in Henry Park. The main activities of this event are held in downtown Rockville in Central Park. The Town of Vernon is seeking pyrotechnic firms to submit appropriate qualifications and proposals for the Annual Fireworks Display. Any firm may submit an additional proposal for the Winter Festival as well.

Proposals for Qualified firms will be reviewed for acceptance and for required compliance deemed in accordance with CT Department of Emergency Services and Public Protection (DESPP) standards for special effects displays.

Three (3) copies of the documents must be submitted by 10:00 AM on Friday, May 15, 2015, at which time proposals shall be opened and read aloud publicly. E-mailed bids will not be accepted.

1. INTRODUCTION

The Town is seeking qualifications and proposals for two Community Events.

B. Annual Fireworks – “July in the Sky”

The 70th annual “July in the Sky” fireworks display is the prime special event for the Town of Vernon. Over 50,000 people in Vernon and surrounding towns view this event each year. Patrons are able to view the fireworks from the site at Memorial Tower in Henry Park at 120 South Street and from downtown Rockville, located across from Town Hall in Vernon, Connecticut.

C. Winter Festival Display (*Bid Option*)

The annual Winter Festival display includes a small fireworks display. Patrons are able to view the fireworks from downtown Rockville, located across from Town Hall in Vernon, Connecticut. The launch of any fireworks display will be held at Memorial Tower in Henry Park.

A Responding company may choose to include **ITEM B Winter Festival Display** as a bid alternative.

2. REQUEST FOR QUALIFICATIONS

Interested responders to this RFQ should submit their qualifications and provide all the information listed below for review by the Selection Committee.

- a. The Firms history and qualifications
- b. Qualifications and experience (on similar projects) of personnel to be assigned to the project team.
- c. The firm's awareness of projects issues, opportunities and constraints
- d. A statement on and description of your safety record for the last ten years including a list of any fines, citations or enforcement action taken against the firm in the prior ten years.
- e. A list of ten (10) displays you have provided for municipalities and their location
- f. and performance of past services
- g. Professional references (*Minimum of 3*)
- h. Interested responders should also submit proposals which will be considered if the responder is found to be qualified.

3. REVIEW OF QUALIFICATIONS and ASSESSMENT

Qualifications will be reviewed and determined by the town's Selection Committee. Interviews may be required. A pyrotechnic firm will be selected and deemed qualified upon adherence to the following criteria:

- a. Proven Safety Records since company existence
- b. Experience in the industry
- c. Experience and skills of the employees assisting with event
- d. References
- e. The entire document packet outlining qualifications and experience that is submitted.

The selected firm must also meet all municipal, state, and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to apply.

The Town reserves the right to reject any or all applications in whole or in part, to award any one service or group of services or all services, to negotiate with any or all companies submitting qualifications, and to enter into an agreement with any company for any services mentioned in this RFQ if it is deemed to be in the best interest of the Town

4. PROPOSALS

Those responders deemed qualified by the Selection Committee will have their proposals for the Annual Fireworks (see below for program requirements) and Winter Festival, if submitted, considered to award. Proposals will be viewed based on the following criteria:

- a. Quality of the Show
- b. Length of the show
- c. Amount of pyrotechnics involved in the show.
- d. Overall cost including the potential of the alternate bid for the Winter Festival, Hourly fees and expense schedule

5. **SHOW FORMAT**

a. **Annual July in the Sky Show**

- i. Because of the site, the entire show must be in the air, all aerial-type fireworks. No illuminations, roman candles, comets, boxes, 2" shells and ground displays. No shells larger than 5". Minimum size is 3". All shells must be 3", 4", and 5" true diameter shells.
- ii. **July in the Sky** Fireworks display is to be set off at approximately 9:30 pm to 9:40 pm.
- iii. All Displays must be approved by Department of Parks and Recreation; the Vernon Fire Marshal's Office and is in compliance with DESPP requirements for protocol and safety.
- iv. Format and length of the display must be computerized and must run 25 minutes in length.
- v. Responding firms must be available to perform on-site pre-inspection of the fireworks site and be available for above listed postponement dates, should that become necessary due to inclement weather.
- vi. The Town will be the sole determiner of any postponement activities

b. **Winter Festival Display (*Bid Option*)**

The annual Winter Festival display includes a small fireworks display. Patrons are able to view the fireworks from downtown Rockville, located across from Town Hall in Vernon, Connecticut. The launch of any fireworks display will be held at Memorial Tower in Henry Park.

- i. Because of the site, the entire show must be in the air, all aerial-type fireworks. No illuminations, roman candles, comets, boxes, 2" shells and ground displays. No shells larger than 5". Minimum size is 3". All shells must be 3", 4", and 5" true diameter shells.
- ii. **Winter Festival** Fireworks display is to be set off at approximately 7:30 pm to 8:30 pm.
- iii. All Displays must be approved by Department of Parks and Recreation; the Vernon Fire Marshal's Office and is in compliance with DESPP requirements for protocol and safety
- iv. Format and length of the display must be computerized and must run 10-15 minutes in length.
- v. Responding firms must be available to perform on-site pre-inspection of the fireworks

site and be available for above listed postponement dates, should that become necessary due to inclement weather.

vi. The Town will be the sole determiner of any postponement activities

6. FORMAT REQUIREMENTS

All proposals must be submitted in the format outlined in this section. Provide two (2) copies of your response. The Town reserves the right to eliminate from further consideration any response that does not follow the format or is deemed nonresponsive; however, the Town reserves the right to waive any irregularities or formalities.

- b. **Table of Contents** Include a table of contents indicating the section and page numbers of the information included.
- c. **Executive Summary** Include a concise statement of the respondent's overview of the project.
- d. **Safety Records** since company existence
- e. **Experience in the industry** including firms qualifications and performances of past services
- f. **Experience and skills of the employees** assisting with event
- g. **Professional References**
- h. **Estimated Costs/Charges** - including any hourly fees or expenses displayed in a Fee Schedule.

All proposals must meet the requirements of the Show Formats.

7. CONFIDENTIALITY

The Town of Vernon is subject to the requirements of the Freedom of Information Act. If a respondent believes the information contained in its qualifications should be treated as confidential, that material shall be clearly marked. The Town shall endeavor to protect confidential materials from disclosure to non-Town employees or contractors to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of a response to this RFQ/RFP..

8. INSURANCE, DEFENSE AND INDEMNIFICATION

As part of acceptance of this awarded, the winning Contractor must agree to

- a. Provide insurance as follows
 - i. General Liability
 - ii. Workers Compensation
- b. Contractor must have Town named as an additional insured on above liability policies.
- c. Defend and Indemnify the Town in regards to any negligence, reckless or intentional behavior which results in claims against the Town.
- d. Insurance Requirements for Town of Vernon Fireworks Company/Vendor
 - I. **General Liability:**
 - a. **Limits of Liability**
 - i. \$1,000,000 CSLBI/PD Each occurrence
 - ii. \$1,000,000 Personal & Advertising Injury
 - iii. \$2,000,000 Products & completed Operations Aggregate

- iv. \$2,000,000 General Aggregate
- v. \$100,000 Fire Damage Liability any one fire
- vi. \$10,000 Medical Expense any one person

II. Automobile Liability:

a. Limits of Liability

- i. \$1,000,000 CSL BI/PD each accident

b. Required coverage:

- i. Include owned, hired and non-owned vehicles

III. Umbrella of Excess Liability:

a. Limits of Liability:

- i. \$10,000,000 per occurrence
- ii. \$10,000,000 per annual aggregate

b. Required Coverage:

- i. Following form over all underlying coverage

IV. Workers' Compensation

a. Statutory Limits — State of Connecticut

b. Employers Liability Limits:

- i. Bodily Injury by Accident - \$100,000 each accident
- ii. Bodily Injury by Disease - \$500,00 policy limit
- iii. Bodily Injury by Disease - \$100,000 each employee

V. General Conditions:

- a. Town of Vernon must be additional insured on General Liability, Auto and Umbrella Liability policies, and include all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers.
- b. 60-day notice of cancellation shall apply on all policies.
- c. This coverage shall be primary to the Additional Insured, and not contributing with any other insurance or similar protection available to the Additional Insured's, whether other available coverage is primary, contributing, or excess.
- d. All insurance companies must be licensed to do business in the State of Connecticut, and have an A.M. Best rating of A-/VII or higher, Non-licensed insurance companies conducting business in Connecticut must be listed on the non-admitted insurer's list.
- e. The contractor's effective date of coverage for the Primary and Excess Liability coverage should be concurrent.
- f. Exceptions to any requirements are subject to the sole discretion of the Town of Vernon.

9. QUESTIONS REGARDING THIS RFQ/RFP

- a.** All questions about this Request for Qualifications and proposals should be directed to Bruce Dinnie, Director of Parks and Recreation Department, by e-mail at bdinnie@vernon-ct.gov, with a copy (cc): to John D. Ward, Town Administrator at jward@vernon-ct.gov, no later than 1:00 p.m. Monday, May 11, 2015.
- b.** Answers to all so received questions shall be posted on the Town's website under the bid section at <http://www.vernon-ct.gov/legal-notices> with the Contract # 1059 05-15-2015 no later than 5:00 PM, Thursday, May 14, 2015.

10. SUBMISSION REQUIREMENTS

- a.** Three (3) copies of all proposals should be submitted in a sealed envelope, marked with "BID
- b.** DOCUMENT – DO NOT OPEN - CONTRACT #1059 05-15-2015" clearly marked on the outside of the envelope, to:
 - John D. Ward, Town Administrator
 - Town of Vernon, Memorial Building
 - 14 Park Place, 3rd Floor,
 - Vernon, Connecticut 06066

by 10:00 AM on Friday, May 15, 2015, at which time proposals shall be opened and read aloud publicly. E-mailed bids will not be accepted.